



Increasing Access to Fruit and Vegetable Snacks in Schools Mini-Grant Program

Is your school district interested in improving the students' access to fruit and vegetable snacks through vending machines, student stores, snack bars, or concessions? If so, consider applying for the *Increasing Access to Fruit and Vegetable Snacks in Schools Mini-Grant Program*.

The Montana Nutrition and Physical Activity Program of the Department of Public Health & Human Services is partnering with the Montana Association of School Superintendents to award *three school districts* a \$1,000 mini-grant for such projects. The goal of this program is to learn how to institute school policies or practices to increase access to fruits and vegetables (fresh, frozen, canned, dried) in school vending machines, student stores, snack bars or concessions.

Mini-grant applications must be received by 5 p.m. on June 6, 2008. The project must be completed by March 31, 2009.

Send the completed application to: Ninia Baehr, Program Manager, Nutrition and Physical Activity Program, Montana State University, HHD PO Box 173360 Bozeman, MT 59717-3360 or fax the application to (406)994-5699.

We will notify you by June 13, 2008 if your application is awarded and funds will be dispersed by June 30, 2008.

Awards will be provided based on the following criteria: (95-point scale)

- Does the application provide a clear and concise description of the proposed project? Does it help to increase access, promotion and marketing of fruits and vegetables in school vending machines, student stores, snack bars or concessions? (50 points)
- Does the plan promote a collaborative approach between school staff, students, parents and/or community? (10 points)
- Are projected outcome(s) of the plan measurable? Please include a description of the assessment method to be used to assess the outcome. (10 points)
- Is the project sustainable? Please address action steps that will be taken to maintain the project. (5 points)
- Is the budget appropriate for the project? (Attachment A - Budget form). (20 points)
- BONUS POINTS (5 points): Does the plan include use of local or regional procurement of fruits and vegetables? This emphasis is to support Montana Farm to School Programs. Please address what sustainable action steps will be taken that influence access to and/or promotion of locally grown fruits and vegetables.

If you have questions or would like an electronic copy of this application, contact Ninia Baehr at (406)-994-5686 or niniab@montana.edu or Katie Bark at (406) 994-5641 or kbark@mt.gov.

The mini-grant application forms are also available at the Montana Nutrition and Physical Activity Program Web site at <http://www.montanapna.org>.

**Increasing Access to Fruit and Vegetable Snacks in Schools
Mini-Grant Program**

**Applications must be received by June 6, 2008 and the project completion date is
March 31, 2009.**

Please type or print. Attach additional pages if needed.

Name of School District _____

Address/City/State/Zip _____

Contact Person for Grant _____ **Telephone** _____

Summer Telephone _____ **Summer E-mail** _____

School Telephone _____ **School Fax** _____ **E-mail** _____

Enrollment served by your school district _____

School's Tax ID _____

(Because these mini-grants involve a State agency, the tax ID is **required** for review of the application and any disbursement of funds.) If your school is awarded a grant, a W-9 tax form will be requested to initiate payment.

Title of Project: _____

Target Audience: _____

Estimated number of people the project will impact: _____

1. Project Plan: Please provide a clear and concise description of the proposed project. Describe how the school will increase access, promotion and marketing of fruits and vegetables (fresh, frozen, canned, dried) in school vending machines, student store, snack bar or concession stand. Please include a timeline for the project. (50 points)

2. Collaboration: Describe how the project will be carried out by a collaborative approach between school staff, students, parents or community partners. (10 points)

3. Desired Outcome(s) and Evaluation: What do you specifically want to accomplish with this project? Please include a description of the assessment method(s) to be used to assess the outcome(s). Assessment methods could be but aren't limited to: monitoring acceptance by monitoring sales of the products, surveys, number of target audience reached. (10 points)

4. Sustainability: Please address action steps that will be taken to maintain the project. (5 points)

5. Budget: Please complete Attachment A – Budget Form (20 points)

6. Bonus Points (5): Does the project support a Farm to School Program by including local or regional procurement of fruits and vegetables? Please describe what sustainable action steps will be taken in order to make policy and environmental

changes that influence access to and /or promotion of locally grown fruits and vegetables.

I verify that the funds from this mini-grant will be used specifically to fund the *Increasing Access to Fruit and Vegetable Snacks in Schools Mini-Grant Program* as detailed above. I understand that mini-grant funds need to be spent by March 31, 2009, and that a short follow-up report will be due by April 30, 2009.

_____	_____
Project Contact Signature	Date
_____	_____
Superintendent's Signature	Date

Your school's tax ID _____
(The grant award warrant will be made payable to the school.)

This grant program is supported by funds from the Montana Nutrition and Physical Activity Program and the Montana Association of School Superintendents (www.sammt.org)

For ideas on possible projects please See Attachment B.

Applications will be accepted up through June 6, 2008

Applications will be accepted by mail or by fax (406-994-5699).

Mail applications to the Montana Nutrition and Physical Activity Program at:
Ninia Baehr
Montana Nutrition and Physical Activity Program
Montana State University
PO Box 173360, 175 HPEC
Bozeman, MT 59717-3360

For questions, contact Katie Bark or Ninia Baehr at:
E-mail: kbark@mt.gov niniab@montana.edu
Telephone: (406) 994-5641 (406) 994-5686
Fax: (406) 994-5699 (406) 994-5699



ATTACHMENT A

Budget Detail

The grant funds can be used for training, staff time, supplies, materials and equipment to support the project's plan to increase access and marketing of fruit and vegetable snacks in school vending machines, student stores, snack bars or concessions. Food is an allowable expense if it is used for taste testing or sampling, marketing and promotional efforts.

Project Title _____ **School District** _____

Categories	<i>Amount (\$)</i>	<i>How Will Funds Be Used?</i>
Equipment		
Food for Taste Tests, Marketing Efforts		
Professional Development for Staff or Contracted Trainer		
Supplies		
Marketing/Promotion		
Travel		
Other: (specify)		
Total	\$	

Project Contact Signature

Date

Superintendent's Signature

Date

ATTACHMENT B

Ideas for Projects To Increase Access to Fruit and Vegetable Snacks in Schools

This list is intended to provide ideas for school staff to consider but please don't be limited by these ideas. Feel free to do other projects if they meet the goal of this mini-grant program which is to institute school policies or practices that increase access to fruits and vegetables in school vending machines, student stores, snack bars or concessions. The funds are dedicated to getting increased access to fruits and vegetables through avenues outside (even the classroom) of the school food service program.

- Funds can support the purchase of a refrigerated vending machine or cooler that can be located in a school. For vendors on coolers (that vend milk and other refrigerated items), please see the following website:
http://www.nutritionexplorations.org/sfs/schoolmilk_cold_catalog.asp
- A student group may be interested in adding the sale of fruits and vegetables to the current inventory of a student store. Funds could be used to test products, conduct student surveys, purchase equipment, and develop marketing tools or advertisements in carrying out this new practice.
- A parent group may be interested in adding the sale of fruits and vegetables to the current inventory at a sports concession. Funds could be used to test products, conduct student surveys, purchase equipment, and develop marketing tools or advertisements in carrying out this new practice.
- Institute a fruit and vegetable snack program with kids with the support of parents and teachers and use funds to promote it and advertise it. Funds could be used to promote fruits and vegetables intake via art murals in the cafeteria, tasting parties, training sessions and marketing methods to students, parents, and school staff.
- A school is interested in purchasing or growing local produce for use in their school store, snack bar or concession stand. Funds can be used to support exploring and implementing this issue.

For more ideas or to discuss an idea with program staff, contact Ninia Baehr or Katie Bark at 406-994-5686 or 406-994-5641 or by email at niniab@montana.edu or kbark@mt.gov.